

DOH POLICIES AND
PROCEDURES MANUAL

SECTION 1 GENERAL ADMINISTRATION

Part 1.18 **DAYTIMER / PERSONAL DIGITAL ASSISTANT PURCHASE PROGRAM**

A. POLICY

It is the policy of the Department of Health to allow an employee to purchase either a day planner or personal digital assistant (PDA) using state-appropriated funds. State participation shall be limited to \$145.00 once every three years per employee. The guidelines below shall be used in determining purchases.

B. GUIDELINES

1. Day Planner purchases

- a. The State shall pay, contingent upon the availability of funds, up to \$55.00 once every three years per employee for a day timer binder. If the employee desires a binder which costs more than \$55.00 then the employee may choose to pay the difference over \$55.00 to purchase the more expensive binder. When the employee retires, accepts a position in another agency or leaves State employment the employee may keep the binder.
- b. The State shall pay, contingent upon the availability of funds, the cost of the yearly inserts up to \$30.00 per year for the employee.

2. Personal Digital Assistant purchases

- a. The State shall pay, contingent upon the availability of funds, up to \$145.00 once every three years per employee for a personal digital assistant (PDA). If the employee desires a PDA which costs more than the allowed \$145.00 then the employee may choose to pay the difference over \$145.00 to purchase the more expensive PDA. When the employee retires, accepts a position in another agency or leaves State employment the employee may keep the PDA.
- b. Division and Office Directors may also approve funding for 100% of the cost of a PDA based upon business need.
- c. If the State pays 100% of the cost of the PDA the employee, upon retiring, accepting a position in another agency or leaving State employment, must return the PDA to the State.

3. PDA purchases must be reviewed by OIT to assist in determining the best device to meet the business or personal need.

4. The Executive Director's Office shall have the final decision for allowing an employee to keep a State-purchased PDA when they leave to take another job assignment.

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